

TRAINING OFFICER II

- Phoenix –

Grade 20

Starting Salary: \$36,814 - \$50,000

The Arizona State Retirement System is seeking an individual to plan, organize, develop, coordinate and evaluate the Training & Development Unit's training program, employee development training activities, and instructional design

THE POSITION duties include:

- Conduct training classes that are both effective and efficient
- Coordinate and schedule classes based on availability of facility and equipment
- Ensure training initiatives and programs are designed, developed, and implemented in accordance with strategic business needs and the agency's overall vision and values
- Develop instructional materials (including objectives, participant handouts, manuals, administrative publications, visuals, and learning assessment and evaluation tools) that are functional, informative and consistent with sound instructional design principles to ensure training curriculum meets agency goals and objectives
- Develop performance measures which may consist of criterion-referenced achievement tests, questionnaires, interviews, simulations, or rubrics
- Research and evaluate new and emerging technologies, instructional design theories and approaches and policies for potential application to instructional opportunities
- Evaluate the instructional effectiveness of training programs, courses and products
- Conduct training needs analysis; confer with management and staff to determine training objectives; gather information from subject matter experts and program developers
- Participate in meetings, seminars, and training sessions to gather useful information for training development
- Collaborate and consult with the Training & Development team (trainers and technical writers) to incorporate and facilitate instructional methodologies
- Write/review standard operating procedures and other materials as needed in support of agency documentation initiatives

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the principles and practices of contemporary business methods, procedures, and practices
- Knowledge of training strategies and methods in the areas of assessment, employee development, delivery, and evaluation of training materials
- Understanding of instructional design principles and instructional technology
- Advanced knowledge of curriculum development and adult learning theory and practice
- Ability to develop effective training materials
- Highly effective presentation, facilitator, and business communication skills; ability to write and speak with impact
- Strong computer skills, including use of web design tools and variety of software programs
- Knowledge of state statutes, rules and regulations, and standards
- Commitment to customer service
- Ability to solve problems in enterprising and proactive ways
- Ideal candidate will have five years of practical experience in training and development and a Bachelor's Degree, preferably in Education, Curriculum Development, or Developmental Psychology or related field

Open until filled. Interested applicants must submit a comprehensive resume at www.azstatejobs.gov.

This position is not covered by the State Personnel Merit rules.

AA/EOE